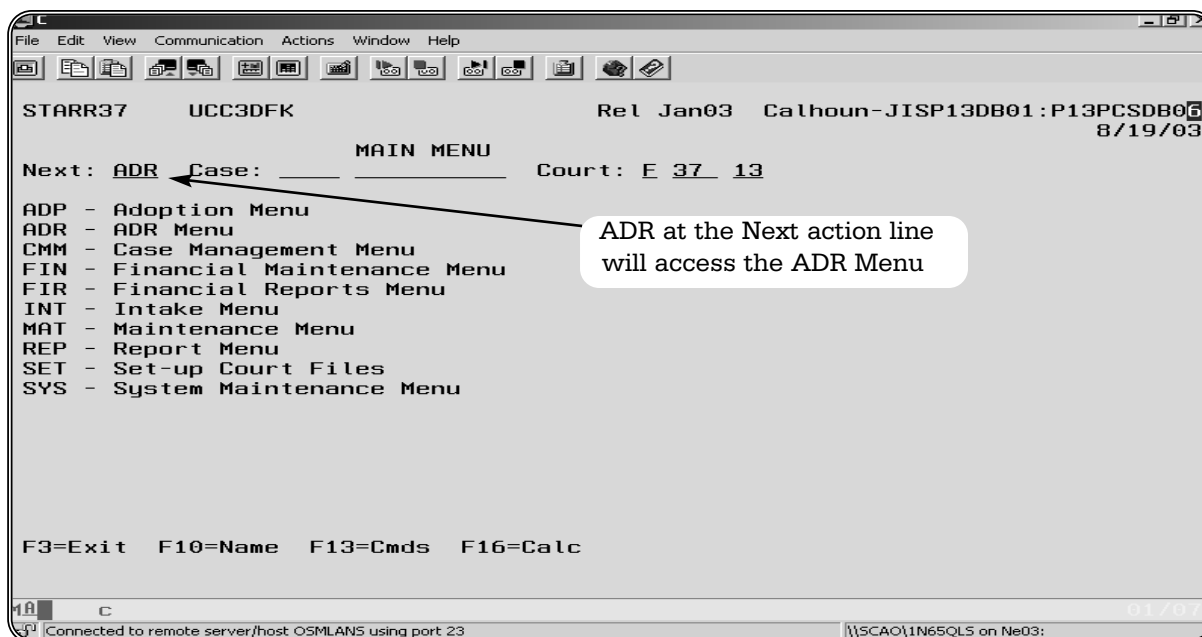
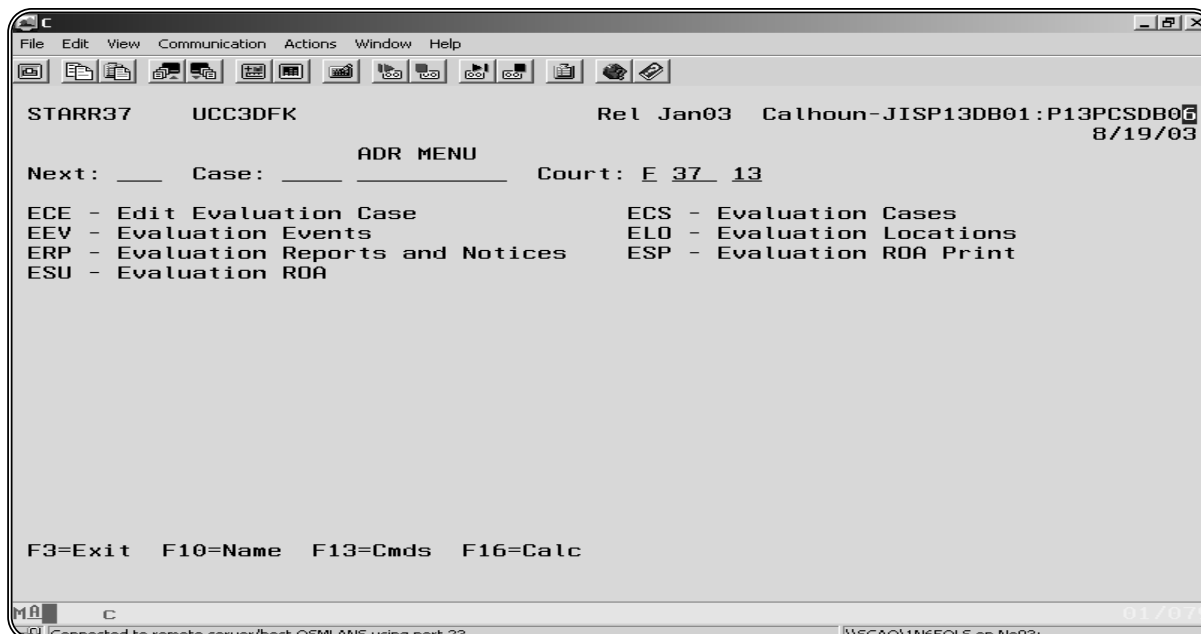


ADR Case Evaluation

The ADR menu provides access to files that are necessary to process and track civil case evaluations. Only an individual with ADR authority will be able to access the files within this menu.



A number of options are available for case evaluation, let's review each one.



Evaluation Cases

“Work with Evaluation Cases” screen displays cases that have been ordered into evaluation. Enter “ECS” at the next action line. Press **<ENTER>**

STARR37 UCC3DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06 8/19/03

ADR MENU

Next: ECS Case: _____ Court: E 37 13

ECE - Edit Evaluation Case ECS - Evaluation Cases
 EEV - Evaluation Events ELO - Evaluation Locations
 ERP - Evaluation Reports and Notices ESP - Evaluation ROA Print
 ESU - Evaluation ROA

The Work with Evaluation Cases screen will list some of the more pertinent information regarding a specific case, such as the Order, Conduct After and Hearing dates, additional options are also available for further information relating to the case.

STARR37 UCRDFK UCSGEN Environment 8/22/03

Work With Evaluation Cases

Next: _____ Case: _____ Court: P 13 13

Type options, press Enter.
 2=Change 4=Delete 5=Display E=Events N=Next Actions P=Parties R=ROA

Clerk#: _____ Evaluation Location: _____

Case	Clerk	Loc	Ordered Date	Conduct After	Hearing Date	Hearing Time	
R 2002 0000000270 GM GJS CATHERINE LAWRENCE	2	3	6/01/2003	6/01/2003	6/04/2003	9:00	A
- 2003 CIVIL CASE CZ FERGUSON V FERGUSON	2	3	6/09/2003	7/01/2003	6/28/2003	11:00	A
- 2001 0000000344 NA GJS WATKINS	36	3	5/01/2002	5/02/2002	6/29/2003	9:30	A
- 2002 0000000108 CZ GJS LEMON V MCCARTNEY	36	3	5/02/2003	5/03/2003	8/01/2003	10:00	A +

F3=Exit F6=Create F10=Name

Enter the option number next to the case for further information

Case Case number that has been order into evaluation.

Clerk ADR clerk assigned to manage the evaluation case process.

Order Date Date case order into evaluation.

Conduct After Date after which an evaluation hearing can be conducted.

Hearing Date Date and time scheduled for the evaluation hearing.

Edit Evaluation Case

The Edit Evaluation Case screen is the central place for evaluation. This screen records the activity for parties involved in the evaluation process for a given case, including hearing dates, notices, receipt of brief information, responses and evaluation results.

The screen may be accessed two ways, option "2" from the Work with Evaluation Case" screen or "ECE" and the case number at the next action line.

#	Name	Attorney	Fees	Late Fee	Brief Date	POS Date	Resp
1	SILVERMAN, FRED,		75.00		12/01/2000		A
2	JOHNSON, RICKY,		75.00				A
3	ALLEN, CAROL,		75.00				A

Field Descriptions for Edit Evaluation Case

STARR37 UCRQETK UCSGEN Environment
Edit Evaluation Case 8/19/03

Crt: C 37 13
Case: 2000 0000000491 NO ALLEN V JOHNSON Open
Attorneys: PRO PER - PRO PER
Jur: CORSIGLIA Filed: 1/05/2000 Disposed: Reopened:
Ordered Date: 5/15/2000 Conduct After: 6/15/2000 Clerk: 2 STARR
Hearing Date: 8/15/2000 Time: 10:00 A Location: 1 Notice:
Eval Service: 12/04/2000 Results Service: 1/05/2001 Rslt: EACC

Evaluators
#1: D 999999 #2: D 123 #3: D 16
#4: - #5: -

Pty	Name	Attorney	Fees	Late Fee	Brief Date	POS Date	Resp
CP	1 SILVERMAN, FRED,		75.00		12/01/2000		A
D	1 JOHNSON, RICKY,		75.00				A
P	1 ALLEN, CAROL,		75.00				A

F3=Exit F10=Name F13=Cmnds F16=Calc F20=Next Actions

Crt Court ID

Case Case number, type, entitlement and status

Attorneys Last name of the attorneys representing the primary plaintiff and defendant

Jur. Last name for the jurist or record

Filed Date case was filed

Disposed Date case was disposed, all parties were disposed.

Reopened Date (if any) the case was reopened.

Ordered Date Date case was ordered in to evaluation.

Conduct

After Date after which an evaluation hearing may be conducted, this is a required field.

Clerk ADR clerk's identification number, this is a required field.

Hearing Date Date of the evaluation hearing

Time Time of hearing

Location Location set for the evaluation hearing.

Field Descriptions for Edit Evaluation Case, continued

STARR37	UCRQETK	UCSGEN Environment		8/19/03			
Edit Evaluation Case							
Crt: C 37 13							
Case: 2000 0000000491 NO ALLEN V JOHNSON		Open					
Attorneys: PRO PER - PRO PER							
Jur: CORSIGLIA Filed: 1/05/2000		Disposed: Reopened:					
Ordered Date: 5/15/2000		Conduct After: 6/15/2000		Clerk: 2 STARR			
Hearing Date: 8/15/2000		Time: 10:00 A		Location: 1 Notice:			
Eval Service: 12/04/2000		Results Service: 1/05/2001		Rslt: EACC			
Evaluators							
#1: D 999999	#2: D 123	#3: D 16					
#4: -	#5: -						
Pty	Name	Attorney	Fees	Late Fee	Brief Date	POS Date	Resp
CP	1 SILVERMAN, FRED,		75.00		12/01/2000		A
D	1 JOHNSON, RICKY,		75.00				A
P	1 ALLEN, CAROL,		75.00				A

Notice Date Notice to appear is generated/mailed. This field will update automatically when the notice to appear is generated, an event will also be created.

Evaluation

Service Date the Notice of Case Evaluation is served or mailed to the parties by the ADR clerk. (This field must be complete in order to generate a Notice of Results)

Results

Service Date will update when the "Notice of Acceptance/Rejection of Evaluation" form is generated, an event will also be created. (Date of Evaluation Service must be completed in order to generate the Notice of Results.)

Rslt Result of Evaluation case, as entered in the Edit Evaluation Event screen.

Evaluators #1-5 Professional type "D" for evaluator and their P-number or the court's assigned professional number.

Pty Case party type description and name of each active party at the time the case is ordered into evaluation.

Fees Evaluation filing fees that have been paid as entered by the ADR clerk.

Late Fees Late fees assessed by the ADR clerk when briefs or proof of service are not filed 14 days prior to the hearing date.

Brief Date Date brief is filed by each party's attorney to the ADR clerk, usually 14 days prior to hearing.

POS Date Date proof of service is received by the ADR clerk for briefs that are mailed directly to the evaluators.

Resp Indicates a party's response; (A)ccepted, (R)ejected, (C)onditionally or (B)ifurcated, to the evaluation recommendation.

Evaluation Events

An evaluation event is simultaneously created when adding information to the Edit Evaluation screen or generating notice and forms from the Evaluation Reports/Notices screen.

Enter "EEV" at the next action line with the evaluation case number or option "E" next to the case number, then press **<ENTER>**.

Work With Evaluation Cases 8/22/00

Next: **EEV** Case: 2000 0000000053 Court: C 37 13

Type options, press Enter
2=Change 4=Delete 5=Display E=Events N=Next Actions P=Parties R=ROA

Clerk#: _____ Evaluation Location: _____

Case	Clerk	Loc	Ordered Date	Conduct After	Hearing Date	Hearing Time
E 2000 0000000053 DM COFFEE V COFFEE	2	2	10/25/2000	10/26/2000	1/15/2001	9:00
_ 2002 0000000053 PP GJS LINCOLN V LINCOLN	36	1	1/05/2002	2/02/2002	7/15/2003	8:00

All party related information should be completed in the edit evaluation screen.

Once all party responses have been entered and the Notice of Results sent, an evaluation event must be created for Evaluation Accepted or Rejected. This evaluation event will remove the case from case evaluation and return it to normal case processing. An event will also be written to the case Register of Action "Evaluation Accepted/Rejected".

The final case evaluation results must be created as an evaluation event **<F6>**. Prompt an select the final result.

STARR37 UCEVE1K UCSGEN Environment TEST 10/18/04

Edit Evaluation Event

Crt: C 37 13
Case: 2000 0000000053 DM COFFEE V COFFEE
Attorneys: PRO PER - PRO PER
CORSIGLIA Filed Date: 9/28/2000 Reopened: Disposed: OPEN EVAL

Date: 10/18/2000 Event: Result:
Party: _____

Cmts _____

- ☒ Evaluation Accepted
- ☐ Evaluation Case Removed
- ☐ Evaluation Case Settled
- ☐ Evaluation Rejected
- ☐ Conditional Acceptance
- ☐ Bifurcated
- ☐ Hearing Adjourned
- ☐ Text
- ☐ Return From Evaluation
- ☐ Hearing Notice

F3=Exit F10=Name F13=Cmts F14=Comments

MS-DOS 5.0

1902 - Session successfully started

\\SCAO\1N65QL5 on Ne03:

Start Novell... A B C Micro... Quark... 3:49 PM

Evaluation Reports and Notices

Evaluation reports and notices provides the ADR clerk with a number of options for reports, notices, and calendars, to help manage the flow of cases processed through case evaluation.

Enter "ERP" at the next action line.

STARR37 UCSRPVK UCSEGEN Environment
Request Case Evaluation Reports/Notices 8/22/03

Next: ____ Case: 2000 0000000053 Court: C 37 13

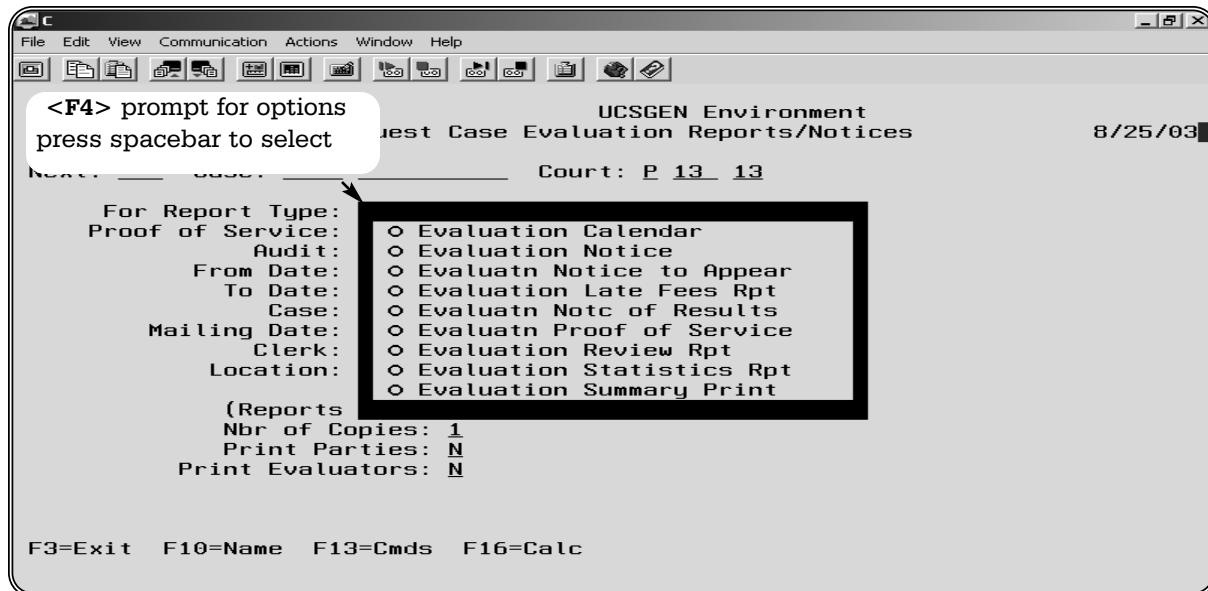
For Report Type: —
 Proof of Service: N
 Audit: N
 From Date: 8/22/2003 Friday Time: — —
 To Date: 8/22/2003 Friday Time: — —
 Case: 2000 0000000053
 Mailing Date: 8/22/2003
 Clerk: —
 Location: —

(Reports Only)
 Nbr of Copies: 1
 Print Parties: N
 Print Evaluators: N

F3=Exit F10=Name F13=Cmnds F16=Calc

Report Type	Prompt to select a report, notice or calendar. To display the selection, press <ENTER> , to print (<F21>).
Proof of Service	Enter "Y" when the Evaluation Notice to Appear is generated and a Proof of Service, will simultaneously be created. system default is "N" No.
Audit	Enter "Y" when the Evaluation Statistics Report is generated and a audit will simultaneously be created, system default to "N" No.
From Date	Enter the inclusive beginning date for reports, notices and calendars, leave blank for all.
To Date	Enter the inclusive end date for reports, notices and calendars, leave blank for all.
Mailing Date	Date for mailing notices and proof of service, will default to present date.
Clerk	Reports and notices may be generated by a specific ADR clerk or leave blank for all.
Location	Reports and notices may be generated by a specific evaluation location or leave blank for all.

Report/Notice/Calendar Definitions



Evaluation Calendar The calendar is sorted by evaluation hearing dates as entered in the Edit Evaluation screen. A calendar may also be sorted by ADR clerk or the evaluation location, leave blank for all.

Evaluation Notice The Notice of Evaluation (MC 32) is used by the evaluators to record their evaluation of a case. The notice also provides a Certification of Service for the ADR clerk to complete when a copy of the notice is served upon the attorney for each party, a space is also provided for each party's response of acceptance/rejection for each party. Notices may be printed one case at a time or for one hearing date with multiple cases. (**Note:** The ADR clerk must enter the Evaluation date of Service in the Edit Evaluation screen, this is not updated automatically upon generation of the notice.)

Evaluation Notice to Appear

This form is mailed to litigants in evaluation cases to inform them of dates, times and places to appear for an evaluation hearing and their responsibilities as required by the court. The system also prints an additional notice for the court evaluation file and includes a proof of service. All attorneys or parties served with a notice will be listed on the final notice. Notices may be printed for one case or in batch by hearing date. As notices are generated the notice date field, in the Edit Evaluation screen, is updated with the mailing date that is printed on the notices.

If a re-run of a notice for a particular case number is needed, the clerk may remove the notice date from the Edit Evaluation screen and re-run the notice, the field will be updated with the new date.

Report/Notice/Calendar Definitions, continued**Evaluation Late****Fees Rpt**

This report is generated by the clerk to determine those evaluation cases with parties that have not filed briefs or a proof of service 14 days prior to the hearing date, at which time the clerk may assess the offending attorney or party a late fee of \$150.00.

**Evaluation Notice
of Results**

This form is mailed to litigants on a evaluation case to inform them of acceptance, rejection or conditional acceptance of the evaluator's evaluation. The system also provides an additional notice for the court evaluation file and includes a proof of service. When the Evaluation Notice of Results is generated the Result Service field on the Edit Evaluation screen will be updated with the mailing date. The EvaluationNotice of Results may be submitted in batch processing, and will be based on hearing dates that fall within the report date range.

**Evaluation Proof
of Service**

A Notice to Appear/Proof of Service is generated.

**Evaluation
Review Rpt**

This report is generated to help manage the flow of cases through the court during evaluation. The report is conditioned upon the Conduct After date on the Edit Evaluation screen.

**Evaluation
Statistics Rpt**

This report contains statistical information regarding cases ordered into evaluation. An audit can be requested that will list all cases used in the calculation of the statistics.

**Evaluation
Summary Print**

Print the Evaluation Register of Actions for a case.